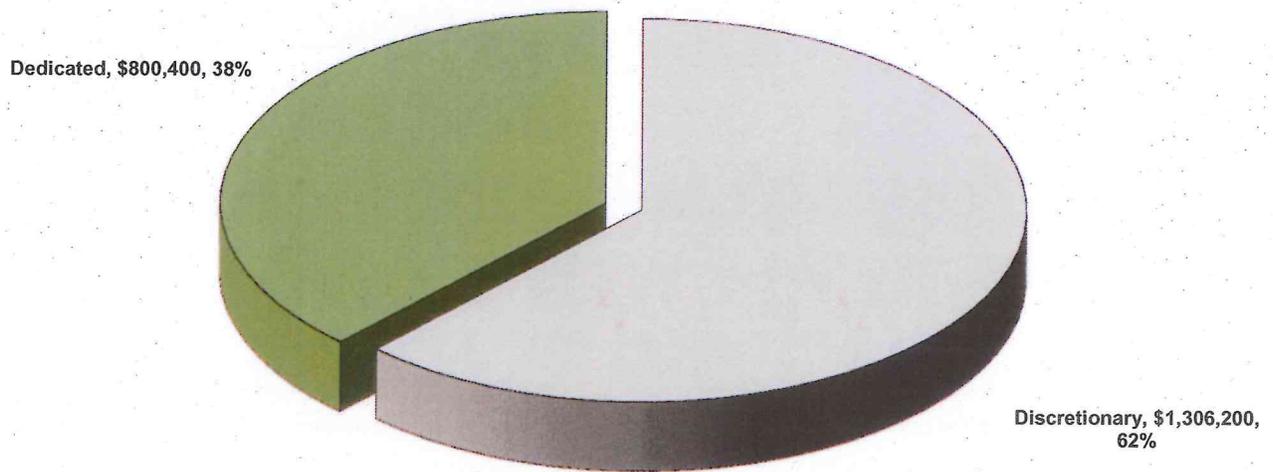


**Clatsop County Functions/Programs Budget
General Government - Direct 2013-2014
Total \$2,106,600**



2013-2014 Budget Summary

Fund: **General**
 Fund ID: **001**
 Organization: **Board Of Commissioners**
 Org ID: **1100**

Date: 6/27/2013 4:25 PM

	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Requested 2013-2014	Proposed 2013-2014	Approved 2013-2014	Adopted 2013-2014
Expenditure Categories							
Personnel Services	202	55	100	100	100	100	100
Material Supplies	69,984	79,257	78,600	85,300	85,300	85,300	85,300
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total Expenditures:	70,186	79,311	78,700	85,400	85,400	85,400	85,400
Funding Sources							
Departmental Revenue	0	529	0	0	0	0	0
General Fund Amount Needed to Balance	70,186	78,782	78,700	85,400	85,400	85,400	85,400
Full Time Positions	0	0	0	0	0	0	0

Functions and Responsibilities:

The five member Board of Commissioners is the elected governing body of the county government pursuant to the County Charter. It is responsible for adopting all local laws known as ordinances, determining county policy on a wide range of issues, adopting the annual budget, determining the amount of the property tax levy, establishing county goals, representing the county in state legislation and affairs with other governments agencies and employing a County Manager and County Counsel. The Board also serves as the governing body of four special service districts including: 4H and Extension; Road District #1; Westport Sewer; and the Rural Law Enforcement Districts. The Board conducts its business in public meetings held on the second and fourth Wednesdays of each month in Astoria at the Judge Guy Boyington Building.

Budget Change 2012-2013 VS. 2013-2014								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	\$6,700	9%	\$0	0%	\$6,700	9%	0.00	0%
Proposed	\$6,700	9%	\$0	0%	\$6,700	9%	0.00	0%
Approved	\$6,700	9%	\$0	0%	\$6,700	9%	0.00	0%
Adopted	\$6,700	9%	\$0	0%	\$6,700	9%	0.00	0%

2013-2014 Budget Summary

Fund: General
Fund ID: 001
Organization: Board Of Commissioners
Org ID: 1100

Date: 6/27/2013 4:25 PM

Significant Budget Changes:

Requested Budget:

Proposed Budget:

There is an increase in expenditures in the FY 13-14 budget to account for the monthly costs associated with streaming services that are proposed to be installed through the Special Projects fund. These associated costs would be a permanent increase to future FY budgets.

I recommend this budget be approved as requested.

Approved Budget:

I recommend this budget be adopted as Approved.

Adopted Budget:

2013-2014 Budget Detail

Fund: **General**
 Fund ID: **001**
 Organization: **Board Of Commissioners**
 Org ID: **1100**

Date: 6/27/2013 4:26 PM

	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Total Budget:	70,186	79,311	78,700	85,400	85,400	85,400	85,400

Authorized Personnel:	Salary Range	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
None	\$0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Copy Fees	81-7770			0	0	0	0	0
Miscellaneous Revenue	81-8990		529	0	0	0	0	0
Total Revenue		0	529	0	0	0	0	0

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1100
 Org Name: Board Of Commissioners

Budget 1
 Page 1 of 1
 Date: 6/27/2013 16:26

Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Personnel Services								
None	82-1000			0	0	0	0	0
S.A.I.F.	82-1975	202	55	100	100	100	100	100
Personnel Services		202	55	100	100	100	100	100
Materials & Supplies								
Streaming Services	82-2050			0	10,200	10,200	10,200	10,200
Telephones	82-2070	1,740	1,841	2,100	2,300	2,300	2,300	2,300
Maintenance - Equipment	82-2260			0	0	0	0	0
Books And Periodicals	82-2413	219	56	200	100	100	100	100
Postage And Freight	82-2419	1,556	1,571	1,800	1,600	1,600	1,600	1,600
Printing And Reproduction	82-2425	2,967	2,099	2,600	2,400	2,400	2,400	2,400
Contractual Services	82-2471	70	6,519	0	0	0	0	0
Publi. And Legal Notices	82-2600	433	857	1,000	800	800	800	800
Promotions	82-2756			0	0	0	0	0
Reimbursable Expense	82-2883	224	90	0	0	0	0	0
Education And Training	82-2928	1,220	270	1,500	1,500	1,500	1,500	1,500
Miscellaneous Expense	82-2929	824	407	1,000	1,000	1,000	1,000	1,000
Reimbursed Travel Expense	82-2930	11,184	12,627	15,000	12,000	12,000	12,000	12,000
Commissioners - Per Diem	82-2931	49,548	52,920	53,400	53,400	53,400	53,400	53,400
Materials & Supplies		69,984	79,257	78,600	85,300	85,300	85,300	85,300
Capital Outlay								
Computer Equipment	82-4907			0	0	0	0	0
Capital Outlay		0	0	0	0	0	0	0
Total for All Categories		70,186	79,311	78,700	85,400	85,400	85,400	85,400

2013-2014 Budget Summary

Fund: General
 Fund ID: 001
 Organization: Brd of Property Tax Appeal
 Org ID: 1105

Date: 6/27/2013 4:27 PM

	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Requested 2013-2014	Proposed 2013-2014	Approved 2013-2014	Adopted 2013-2014
Expenditure Categories							
Personnel Services	25,991	27,994	32,200	40,300	40,300	40,300	40,300
Material Supplies	1,652	2,171	2,700	2,700	2,700	2,700	2,700
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total Expenditures:	27,642	30,165	34,900	43,000	43000	43,000	43,000
Funding Sources							
Departmental Revenue	0	0	0	0	0	0	0
General Fund Amount Needed to Balance	27,642	30,165	34,900	43,000	43,000	43,000	43,000
Full Time Positions	0.5	0.5	0.5	0.5	0.5	0.5	0.5

Functions and Responsibilities:

The Board of Property Tax Appeals is comprised of a three-person board (plus one alternate) that first convenes in February and adjourns no later than April 15. The Board hears petitions for the reduction of the real market or assessed value of property. In addition, the Board hears petitions to excuse penalties for late filings of real or personal property returns and can issue amended orders to correct clerical errors.

Budget Change 2012-2013 VS. 2013-2014								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	\$8,100	23%	\$0	0%	\$8,100	23%	0.00	0%
Proposed	\$8,100	23%	\$0	0%	\$8,100	23%	0.00	0%
Approved	\$8,100	23%	\$0	0%	\$8,100	23%	0.00	0%
Adopted	\$8,100	23%	\$0	0%	\$8,100	23%	0.00	0%

2013-2014 Budget Summary

Fund: General
Fund ID: 001
Organization: Brd of Property Tax Appeal
Org ID: 1105

Date: 6/27/2013 4:27 PM

Significant Budget Changes:

Requested Budget:

There are no significant budget changes from FY 2012-13.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

I recommend this budget be adopted as Approved.

Adopted Budget:

2013-2014 Budget Detail

Fund: **General**
 Fund ID: **001**
 Organization: **Brd of Property Tax Appeal**
 Org ID: **1105**

Date: 6/27/2013 4:27 PM

	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Total Budget:	27,642	30,165	34,900	43,000	43,000	43,000	43,000

Authorized Personnel:	Salary Range	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
County Clerk	\$5686-7582	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Admin. Support IV	\$2583-3468	0.40	0.40	0.40	0.40	0.40	0.40	0.40
Total:		0.50						

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Miscellaneous Revenue	81-8990			0	0	0	0	0
Total Revenue		0	0	0	0	0	0	0

Capital Expenditures	Current	Requested	Proposed	Approved	Adopted
None					
Totals:	0	0	0	0	0

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1105
 Org Name: Brd of Property Tax Appeal

Budget 1
 Page 1 of 1
 Date: 6/27/2013 16:27

Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Personnel Services								
County Clerk	82-1021	6,856	6,561	7,200	9,300	9,300	9,300	9,300
Admin. Support IV	82-1854	12,907	13,382	15,300	15,500	15,500	15,500	15,500
Overtime	82-1945		17	0	400	400	400	400
F.I.C.A.	82-1950	1,502	1,502	1,800	1,900	1,900	1,900	1,900
Retirement	82-1955	1,689	2,277	2,700	5,100	5,100	5,100	5,100
Retirement Bond Payment	82-1958	1,788	2,100	2,200	2,000	2,000	2,000	2,000
Medical Insurance	82-1960	1,106	1,945	2,700	5,700	5,700	5,700	5,700
Life Insurance	82-1970	39	43	0	0	0	0	0
Salary Continuation Insur	82-1972	37	39	100	100	100	100	100
S.A.I.F.	82-1975	38	63	100	0	0	0	0
Unemployment	82-1980	28	66	100	300	300	300	300
Personnel Services		25,991	27,994	32,200	40,300	40,300	40,300	40,300
Materials & Supplies								
Telephones	82-2070	186	203	200	200	200	200	200
Office Supplies	82-2410	39	305	300	200	200	200	200
Postage And Freight	82-2419	65	94	200	100	100	100	100
Printing And Reproduction	82-2425	42	149	100	200	200	200	200
Publi. And Legal Notices	82-2600	495		300	300	300	300	300
Education And Training	82-2928			300	300	300	300	300
Reimbursed Travel Expense	82-2930		320	300	300	300	300	300
Per Diem	82-2936	825	1,100	1,000	1,100	1,100	1,100	1,100
Materials & Supplies		1,652	2,171	2,700	2,700	2,700	2,700	2,700
Total for All Categories		27,642	30,165	34,900	43,000	43,000	43,000	43,000

2013-2014 Budget Summary

Fund: **General**
 Fund ID: **001**
 Organization: **Assessment & Taxation**
 Org ID: **1150**

Date: 6/27/2013 4:27 PM

	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Requested 2013-2014	Proposed 2013-2014	Approved 2013-2014	Adopted 2013-2014
Expenditure Categories							
Personnel Services	1,237,845	1,364,530	1,371,400	1,284,000	1,284,000	1,284,000	1,289,200
Material Supplies	105,475	98,168	111,300	106,300	106,300	106,300	106,300
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total Expenditures:	1,343,320	1,462,698	1,482,700	1,390,300	1,390,300	1,390,300	1,395,500
Funding Sources							
Departmental Revenue	409,352	404,874	387,100	428,200	428,200	428,200	428,200
General Fund Amount Needed to Balance	933,968	1,057,823	1,095,600	962,100	962,100	962,100	967,300
Full Time Positions	16.6	16.6	15	14.5	14.5	14.5	14.5

Functions and Responsibilities:

The responsibilities of the department include appraisal and assessment of property and collection of property taxes for more than 60 taxing jurisdictions. The 2012 real market roll value of \$7,668,212,148 reflects another decrease of 6% from last year, while the 2012 assessed roll value of \$5,077,663,892 continues to represent a 2% increase overall. The total taxes certified for collection were \$66,910,829.01.

APPRAISAL: Appraisal of all real property and manufactured structures; explanation and defense of appraisals; maintain personal property, commercial and industrial property records and values; preparation of ratio studies; maintain cyclical reappraisal program.

ASSESSMENT & CARTOGRAPHY: Provide assistance to public, administrative support, administer Veteran's exemption's, Senior Citizen's Deferral and Manufactured Structure records. Maintain County mapping of tax lots, ownership and legal descriptions, special assessments, annexations and tax code control.

TAX COLLECTION: Collection of property taxes; special assessments, tax accounting, preparation and control of refunds; foreclosure proceedings; and warrant processing and collection.

Budget Change 2012-2013 VS. 2013-2014								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	(\$92,400)	-6%	\$41,100	11%	(\$133,500)	-12%	-0.50	-3%
Proposed	(\$92,400)	-6%	\$41,100	11%	(\$133,500)	-12%	-0.50	-3%
Approved	(\$92,400)	-6%	\$41,100	11%	(\$133,500)	-12%	-0.50	-3%
Adopted	(\$87,200)	-6%	\$41,100	11%	(\$128,300)	-12%	-0.50	-3%

2013-2014 Budget Summary

Fund: General
Fund ID: 001
Organization: Assessment & Taxation
Org ID: 1150

Date: 6/27/2013 4:27 PM

Significant Budget Changes:

Requested Budget:

The Department of Revenue estimates the 2013-14 A&T funding grant to be \$391,000. The grant represents approximately 27% of the A&T budget for 2013-14.

Personnel Services increases due to step increases and cost of living increases are offset by the consolidation of the 1/2 time assessor and the full time property appraisal supervisor into one position and other administrative changes including medical insurance premiums projected reflecting a net decrease of \$92,600.

A small reduction in Materials and Services of \$4000, is due to discontinuation of Appraisal staff utilizing telephone/wireless aircards in the field and lower telephone expenses.

Total projected reduction from the prior year is \$97,600, or approximately 6.5%.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

I recommend this budget be adopted as Approved.

Adopted Budget:

Fund: General
Fund ID: 001
Organization: Assessment & Taxation
Org ID: 1150

Performance Measurement
Improve Effectiveness – Communicate Results

PROGRAM DESCRIPTION

- **Assessment and Taxation** is mandated by the Oregon Constitution to collect and distribute taxes while providing associated information in a manner that merits the highest degree of confidence in our integrity, efficiency and customer service. A&T creates the tax roll, generates and mails tax statements, and is responsible for the collection and distribution of property taxes, special assessments and delinquent interest for more than 60 taxing districts within Clatsop County. Staff updates real, manufactured, personal and utility assessment rolls with new ownership/address data. Property tax deferrals, exemptions, and special assessments and new accounts created by subdivisions/partition plats are included in the annual management of accounts. Maps for assessment and GIS purposes are created and maintained by cartographers.

FY 2012/13 ACCOMPLISHMENTS

- Certified the 2012/13 Tax Roll of \$66,910,829.01
- Processed November 15 postmarked payments by November 21, 2012. Tax Collection continues to use the most efficient and cost effective means to collect and process tax payments by utilizing online tax payment functionality and the US Bank lockbox service.
- Distributed 94.9% of tax collections to over 60 taxing districts per ORS 311.385 by end of fiscal year. The percentage of collections has remained steady and not significantly affected by mortgage foreclosures.
- Processed 2,924 deeds and created 107 new tax lots, 14 lot line adjustments, 130 consolidations, and 8 new maps.
- Completed 588 APEX diagrams on properties, which priority assigned to current reappraisal accounts.

FY 2013/14 GOALS AND OBJECTIVES

Accurate tax rolls by October certification date.

- Map, appraise, and tax all new and changed properties recorded in Clatsop County records through June 30 to ensure taxpayers receive a correct tax statement in October.
- Timely collection and distribution of tax payments.
- Continued accuracy of property values and existing tax account information.
- Continue development of departmental performance measures and updated procedure manuals.
- Electronic diagram record available at time of appraisal.

Provide excellent customer service.

- Provide timely and accurate public information
- Continue to provide online property tax information and services
- Continue to provide training for self-help customer service.
- Provide additional electronic payment options at counter.

Support services for Appraisal Department.

- Input appraisal diagrams into Apex system.
- Re-file, scan and maintenance of Appraisal Jackets/Data.
- Appraisal data input.

Actively pursue delinquent personal property through methods allowed by statutes.

- Reduce delinquent personal property roll.

WORKLOAD MEASURES

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Accounts Certified to Tax Roll	32,948	33,014	32,968	32,975
Credit Card Transactions	469	616	600	700
Business Personal Property processed with Inventory	1,507	1,464	1,610	1,600
Accounts Requiring Ownership, Address and Mapping Changes	16,970	12,959	21,000	12,000
Accounts requiring roll corrections and/or refunds	392	2,427	750	600
Delinquent Real Property accounts notified	3,479	3,388	3,000	3,000
Foreclosure Accounts	38	45	44	45
Number of delinquent Personal Property/Manufactured Structures	668	537	550	550
Number of Warrants	315	209	300	300
Number of Bankruptcies	72	101	105	100
Number of Cartography Partition Plats/Annexations/Subdivisions/ Condominiums/Consolidations/Lot Line Adjustments	505	400	310	300
=				

EFFECTIVE MEASURES

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Percentage of taxes distributed to taxing districts by fiscal year end	92%	94.9%	94.9%	94.9%
Electronically drawn Improvement diagrams	0%	5%	2%	2%

COST PER UNIT

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Budgeted 2013/14</u>
Total Assessable Accounts on Tax Roll by Total Budget	43.43	44.31	44.97	42.38

REVENUE PER UNIT

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Budgeted 2013/14</u>
Total Assessable Accounts on Tax Roll by Annual Taxes imposed	1,981.40	2,005.82	2,029.57	2,050.00

2013-2014 Budget Detail

Fund: **General**
 Fund ID: **001**
 Organization: **Assessment & Taxation**
 Org ID: **1150**

Date: 6/27/2013 4:27 PM

	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Total Budget:	1,343,320	1,462,698	1,482,700	1,390,300	1,390,300	1,390,300	1,395,500

Authorized Personnel:	Salary Range	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Assessor	\$7098-9463	0.50	0.50	0.50	1.00	1.00	1.00	1.00
Property Appraisal Super.	\$4668-6224	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Deputy Assessor	\$4668-6224	1.00	1.00	1.00	1.00	1.00	1.00	1.00
A & T Technician	\$3554-4320	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Property Appraiser	\$4320-5252	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Property Appraiser	\$3918-4763	4.00	3.00	3.00	2.00	2.00	2.00	2.00
Property Appraiser I	\$3385-4114	0.00	1.00	1.00	2.00	2.00	2.00	2.00
Senior Cartographer	\$3918-4763	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Cartographer	\$3384-4113	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Personal Property Specialist	\$3554-4320	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Admin. Support IV	\$2652-3223	3.60	3.60	3.00	3.00	3.00	3.00	3.00
Total:		16.60	16.60	15.00	14.50	14.50	14.50	14.50

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Other Taxes	81-0990	12,545	6,943	10,000	10,000	10,000	10,000	10,000
St. - A & T Funding	81-4050	363,714	367,159	349,800	391,000	391,000	391,000	391,000
A & T Research Fees	81-7023	105	91	100	100	100	100	100
Warrant Recording Fees	81-7035	17,668	15,729	15,000	15,000	15,000	15,000	15,000
Data Processing Fees	81-7040	9,195	8,487	7,000	7,000	7,000	7,000	7,000
GIS Fees & Income	81-7045	93	186	100	100	100	100	100
LOIS Title/Registration Fees	81-7055	3,125	3,615	3,000	3,000	3,000	3,000	3,000
Maps And Microfische Fees	81-7700	210	506	500	300	300	300	300
Copy Fees	81-7770	1,525	1,182	1,000	1,000	1,000	1,000	1,000
Miscellaneous Services	81-7990	157	150	100	100	100	100	100
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Revenue Refund & Reimb.	81-8778	63	25	0	0	0	0	0
Nsf Check Fee	81-8911	725	700	500	600	600	600	600
Miscellaneous Revenue	81-8990	227	3	0	0	0	0	0

2013-2014 Budget Detail

Fund: **General**
Fund ID: **001**
Organization: **Assessment & Taxation**
Org ID: **1150**

Date: 6/27/2013 4:27 PM

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Equip. Auction & Sales	81-8991		100	0	0	0	0	0
Total Revenue		409,352	404,874	387,100	428,200	428,200	428,200	428,200

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1150
 Org Name: Assessment & Taxation

Budget 1
 Page 1 of 2
 Date: 6/27/2013 16:27

Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Personnel Services								
Assessor	82-1005	52,084	54,049	55,900	77,100	77,100	77,100	81,000
Property Appraisal Super.	82-1100	71,683	63,973	69,500	0	0	0	0
Deputy Assessor	82-1102	72,064	74,658	77,300	78,400	78,400	78,400	78,400
A & T Technician	82-1103	47,638	49,353	51,100	51,900	51,900	51,900	51,900
Senior Property Appraiser	82-1250	173,712	181,401	186,300	189,100	189,100	189,100	189,100
Property Appraiser	82-1260	156,963	117,573	156,100	106,400	106,400	106,400	106,400
Property Appraiser I	82-1261		59,237	42,400	94,200	94,200	94,200	94,200
Senior Cartographer	82-1310	52,521	54,412	56,300	57,200	57,200	57,200	57,200
Cartographer	82-1320	50,184	49,353		0	0	0	0
Personal Property Specialist	82-1340	23,819	24,676	25,500	25,900	25,900	25,900	25,900
GIS Coordinator/Analyst	82-1402			0	0	0	0	0
Admin. Support IV	82-1854	128,442	133,906	114,300	116,100	116,100	116,100	116,100
Extra Help	82-1941		260	0	0	0	0	0
Overtime	82-1945			1,500	1,500	1,500	1,500	1,500
F.I.C.A.	82-1950	61,282	63,597	64,000	61,000	61,000	61,000	61,300
Retirement	82-1955	76,212	124,260	125,700	155,000	155,000	155,000	155,700
Retirement Bond Payment	82-1958	73,891	82,400	79,400	63,800	63,800	63,800	64,100
Medical Insurance	82-1960	186,320	217,596	249,300	187,400	187,400	187,400	187,400
Life Insurance	82-1970	1,311	1,359	1,200	1,200	1,200	1,200	1,200
Salary Continuation Insur	82-1972	1,193	1,420	1,400	1,300	1,300	1,300	1,300
S.A.I.F.	82-1975	6,660	7,673	9,200	7,700	7,700	7,700	7,700
Unemployment	82-1980	1,867	3,373	5,000	8,800	8,800	8,800	8,800
Personnel Services		1,237,845	1,364,530	1,371,400	1,284,000	1,284,000	1,284,000	1,289,200
Materials & Supplies								
Telephones	82-2070	8,007	7,700	9,000	5,000	5,000	5,000	5,000
Lockbox Fees	82-2230	8,785	8,924	9,000	9,000	9,000	9,000	9,000
Maintenance - Equipment	82-2260	859	388	1,000	1,000	1,000	1,000	1,000
Software Maintenance	82-2265	6,371	5,776	6,000	6,500	6,500	6,500	6,500
Employee Drug Screen	82-2302			0	0	0	0	0
Membership Fees And Dues	82-2370	1,360	765	1,300	1,100	1,100	1,100	1,100
Warrant Recording Fees	82-2375	21,857	15,623	16,000	16,000	16,000	16,000	16,000
Office Supplies	82-2410	3,369	2,884	4,000	3,500	3,500	3,500	3,500
Books And Periodicals	82-2413	671	344	1,000	500	500	500	500
Postage And Freight	82-2419	29,006	27,254	31,000	30,000	30,000	30,000	30,000
Records And Forms	82-2422			0	0	0	0	0
Printing And Reproduction	82-2425	7,144	8,394	9,000	9,000	9,000	9,000	9,000
Microfilming	82-2440			0	0	0	0	0
Office Furniture & Equipment	82-2454	105		0	0	0	0	0
PC Equipment	82-2455			0	0	0	0	0
Contractual Services	82-2471	4,200	5,035	5,000	9,000	9,000	9,000	9,000
Contractual Technology Dev	82-2477			0	0	0	0	0
Contractual Services-Temp Help	82-2492		0	0	0	0	0	0
Publ. And Legal Notices	82-2600	2,219	2,850	1,500	2,000	2,000	2,000	2,000
Vehicle Maintenance & Use	82-2923	4,000	7,217	5,600	5,000	5,000	5,000	5,000

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1150
 Org Name: Assessment & Taxation

Budget 1
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 Date: 6/27/2013 16:27

Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Materials & Supplies								
Education And Training	82-2928	2,090	1,905	4,200	3,700	3,700	3,700	3,700
Miscellaneous Expense	82-2929	0	2	0	0	0	0	0
Reimbursed Travel Expense	82-2930	5,435	3,106	7,700	5,000	5,000	5,000	5,000
Materials & Supplies		105,475	98,168	111,300	106,300	106,300	106,300	106,300
Capital Outlay								
Office Equipment	82-4300		0	0	0	0	0	0
Capital Outlay		0	0	0	0	0	0	0
Total for All Categories		1,343,320	1,462,698	1,482,700	1,390,300	1,390,300	1,390,300	1,395,500

2013-2014 Budget Summary

Fund: **General**
 Fund ID: **001**
 Organization: **Property Management**
 Org ID: **1155**

Date: 6/27/2013 4:27 PM

	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Requested 2013-2014	Proposed 2013-2014	Approved 2013-2014	Adopted 2013-2014
Expenditure Categories							
Personnel Services	37,032	39,046	42,900	39,200	39,200	39,200	39,200
Material Supplies	20,534	15,617	17,100	11,900	11,900	11,900	11,900
Special Payments	223	182	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total Expenditures:	57,789	54,845	60,000	51,100	51,100	51,100	51,100
Funding Sources							
Departmental Revenue	67,081	51,709	60,100	40,100	40,100	40,100	40,100
General Fund Amount Needed to Balance	-9,292	3,136	-100	11,000	11,000	11,000	11,000
Full Time Positions	0.5	0.5	0.5	0	0.5	0.5	0.5

Functions and Responsibilities:

The goal of this organization unit is to be try to maintain self supporting and funded by revenue derived from the county share of land sales proceeds and statutory reimbursable administrative costs. The self funding aspect is hard to forecast as we don't know how many county foreclosed properties will become available for sale each year based on the number of redemptions. The current county backlog has been minimized therefore this position most likely will require some general funds. Revenues are estimates based on projected land sale proceeds and reimbursable administrative costs. Sale of foreclosed property may be adversely affected by today's market.

Budget Change 2012-2013 VS. 2013-2014								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	(\$8,900)	-15%	(\$20,000)	-33%	\$11,100	-11100%	-0.50	-100%
Proposed	(\$8,900)	-15%	(\$20,000)	-33%	\$11,100	-11100%	0.00	0%
Approved	(\$8,900)	-15%	(\$20,000)	-33%	\$11,100	-11100%	0.00	0%
Adopted	(\$8,900)	-15%	(\$20,000)	-33%	\$11,100	-11100%	0.00	0%

2013-2014 Budget Summary

Fund: General
Fund ID: 001
Organization: Property Management
Org ID: 1155

Date: 6/27/2013 4:27 PM

Significant Budget Changes:

Requested Budget:

Proposed Budget:

The revenues for Property Management have decreased by \$20,000 due to decreased sales of County properties. I recommend this budget be approved as proposed.

Approved Budget:

I recommend this budget be adopted as Approved.

Adopted Budget:

Fund: General
Fund ID: 001
Organization: Property Management
Org ID: 1155

Performance Measurement
Improve Effectiveness – Communicate Results

PROGRAM DESCRIPTION

Property Management is self-supporting, funded by revenue derived from the county’s share of land sales proceeds and statutory reimbursable administrative costs. This departmental section operates according to the Board of Commissioners’ Property Management Policy to manage, maintain, categorize and conduct disposition of county owned properties. This division provides for supervision of tax-foreclosed and non-foreclosed real property. The division contracts for fee appraisal and analysis for the disposition or retention of County real properties throughout Clatsop County; and prepares and negotiates all leases, easements, licenses for use and personal services contracts involved in the management of County properties. All surplus properties are inventoried and categorized as to the appropriate category for potential future use. The division also evaluates tax-foreclosed property for potential of hazardous waste cleanup. Parcels of real property are prepared for auction and presented to the Board of Commissioners for approval. State law permits the disposition of the remaining unsold properties through negotiated or sealed bid sales. Additionally, the division works with county counsel on county reversionary issues, provides information to various groups, such as Recreational Lands Planning Advisory Committee, Parks Department and Community Development Department and is the manager of the Clatsop County Pioneer Cemetery.

FY 2012/13 ACCOMPLISHMENTS

- Negotiating transfer of 11 tax lots to the city of Astoria
- Finalized sale agreement to Sunquest LLC for the Carlyle Apartments
- Categorized tax foreclosed properties
- Held public auction with successful sale of county properties.
- Negotiated sale of 3 wetland areas to NCLC
- Renewed 4-H clubhouse lease
- Sold by sealed bid 3 county properties

FY 2013/14 GOALS AND OBJECTIVES

- Renew several leases and license agreements as needed
- Hold one auction or private sale and sell previously offered properties by sealed bid
- Make boundary adjustments to County and City of Astoria properties
- Investigate possible mitigation credits on wetland properties
- Continue to assist with Stewardship Plan implementation and recommendations, weed and blackberry eradication
- Continue cleanup effort-grant funding for Red Bluff property

WORKLOAD MEASURES

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Categorization of foreclosed properties	5	3	6	6
Properties Sold	4	5	3	6
Reversionary Properties identified needing resolution	5	0	0	0
Maintenance Properties	25	1	1	1

EFFECTIVE MEASURES

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Actual Tax Foreclosed Land Sale Distribution	\$72,334	\$51,264	\$50,000	\$50,000
Realized Revenue for division to remain self supporting	\$60,000	\$49,528	\$50,000	\$50,000

COST PER UNIT

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Budgeted 2013/14</u>
Total of County Owned Properties by Total Budget	108.46	119.38	140.52	119.67

2013-2014 Budget Detail

Fund: **General**
 Fund ID: **001**
 Organization: **Property Management**
 Org ID: **1155**

Date: 6/27/2013 4:28 PM

	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Total Budget:	57,789	54,845	60,000	51,100	51,100	51,100	51,100

Authorized Personnel:	Salary Range	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Land Sales Specialist	\$3468-4215	0.50	0.50	0.50	0.00	0.50	0.50	0.50
Total:		0.50	0.50	0.50	0.00	0.50	0.50	0.50

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Property Rents	81-3400			0	0	0	0	0
Land Sales/cty Share	81-3420	67,081	49,267	50,000	30,000	30,000	30,000	30,000
Non Foreclose Sales	81-3421		151	10,000	10,000	10,000	10,000	10,000
Sale of Timber	81-7253			0	0	0	0	0
Copy Fees	81-7770		152	100	100	100	100	100
S.A.I.F. Reimbursement	81-8700			0	0	0	0	0
Rev. Refunds & Reim.	81-8778			0	0	0	0	0
Miscellaneous Revenue	81-8990		2,139	0	0	0	0	0
Total Revenue		67,081	51,709	60,100	40,100	40,100	40,100	40,100

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1155
 Org Name: Property Management

Budget 1
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 Date: 6/27/2013 16:28

Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Personnel Services								
Land Sales Specialist	82-1345	23,819	24,677	25,500	25,900	25,900	25,900	25,900
Overtime	82-1945			0	0	0	0	0
F.I.C.A.	82-1950	1,747	1,818	2,000	2,000	2,000	2,000	2,000
Retirement	82-1955	2,345	3,913	4,100	5,300	5,300	5,300	5,300
Retirement Bond Payment	82-1958	2,191	2,300	2,400	2,100	2,100	2,100	2,100
Medical Insurance	82-1960	6,549	5,894	8,300	3,300	3,300	3,300	3,300
Life Insurance	82-1970	38	38	0	0	0	0	0
Salary Continuation Insur	82-1972	29	34	0	0	0	0	0
S.A.I.F.	82-1975	284	311	400	300	300	300	300
Unemployment	82-1980	30	61	200	300	300	300	300
Personnel Services		37,032	39,046	42,900	39,200	39,200	39,200	39,200
Materials & Supplies								
Telephones	82-2070	206	198	200	200	200	200	200
Maintenance - Equipment	82-2260			0	0	0	0	0
Membership Fees And Dues	82-2370			100	100	100	100	100
Office Supplies	82-2410	58	119	100	100	100	100	100
Books And Periodicals	82-2413			0	0	0	0	0
Postage And Freight	82-2419	173	183	200	100	100	100	100
Records And Forms	82-2422			0	0	0	0	0
Printing And Reproduction	82-2425	32	66	100	0	0	0	0
Contractual Services	82-2471	9,560	4,550	9,000	5,000	5,000	5,000	5,000
Contractual Services-Temp Help	82-2492		0	0	0	0	0	0
Fire Patrol Assessment	82-2534	1,950	3,815	4,000	4,100	4,100	4,100	4,100
Recording Fees-Foreclosed	82-2562	557	188	200	500	500	500	500
Recording Fees-Non Foreclosed	82-2563		47	0	100	100	100	100
Legal Fees-Foreclosed	82-2564	3,684			0	0	0	0
Legal Fees-Non Foreclosed	82-2565	264			0	0	0	0
Public Fees-Foreclosed	82-2566			0	0	0	0	0
HOA Dues - Foreclosed	82-2567	1,300	1,400	1,400	0	0	0	0
Carlyle Apartments	82-2570			0	0	0	0	0
Publi. And Legal Notices	82-2600	1,884	4,399	1,000	1,000	1,000	1,000	1,000
Rts. & Lea. - S., I. & G.	82-2670			0	0	0	0	0
Vehicle Maintenance & Use	82-2923			100	0	0	0	0
Education And Training	82-2928	250	250	300	300	300	300	300
Miscellaneous Expense	82-2929			0	0	0	0	0
Reimbursed Travel Expense	82-2930	154	401	400	400	400	400	400
County Land Maintenance	82-2996	462		0	0	0	0	0
Refunds and Returns	82-3204		0	0	0	0	0	0
Materials & Supplies		20,534	15,617	17,100	11,900	11,900	11,900	11,900

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001 Budget 1
 Org Number: 1155 Page 2 of 2
 Org Name: Property Management Date: 6/27/2013 16:28

Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Special Payments								
Property Taxes	82-3800	223	182	0	0	0	0	0
Special Payments		223	182	0	0	0	0	0
Total for All Categories		57,789	54,845	60,000	51,100	51,100	51,100	51,100

2013-2014 Budget Summary

Fund: **General**
 Fund ID: **001**
 Organization: **Clerk - Admin. & Elections**
 Org ID: **1350**

Date: 6/27/2013 4:28 PM

	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Requested 2013-2014	Proposed 2013-2014	Approved 2013-2014	Adopted 2013-2014
Expenditure Categories							
Personnel Services	186,588	205,740	226,300	244,000	244,000	244,000	244,000
Material Supplies	76,781	86,777	86,400	82,000	82,000	82,000	82,000
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total Expenditures:	263,369	292,518	312,700	326,000	326,000	326,000	326,000
Funding Sources							
Departmental Revenue	32,594	35,855	32,700	15,300	15,300	15,300	15,300
General Fund Amount Needed to Balance	230,776	256,663	280,000	310,700	310,700	310,700	310,700
Full Time Positions	2.6	2.6	2.6	2.6	2.6	2.6	2.6

Functions and Responsibilities:

The Elections Division is responsible for administering all activities concerning all elections conducted within the County, ensuring compliance with federal, state and local laws.

Budget Change 2012-2013 VS. 2013-2014								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	\$13,300	4%	(\$17,400)	-53%	\$30,700	11%	0.00	0%
Proposed	\$13,300	4%	(\$17,400)	-53%	\$30,700	11%	0.00	0%
Approved	\$13,300	4%	(\$17,400)	-53%	\$30,700	11%	0.00	0%
Adopted	\$13,300	4%	(\$17,400)	-53%	\$30,700	11%	0.00	0%

2013-2014 Budget Summary

Fund: General
Fund ID: 001
Organization: Clerk - Admin. & Elections
Org ID: 1350

Date: 6/27/2013 4:28 PM

Significant Budget Changes:

Requested Budget:

This budget is prepared with anticipation of two elections, a November special election and a May Primary election. Election costs are down from the previous year's budget since the elections anticipated are less costly with lower voter turnouts. There is a slight increase (\$1,000) to Software Maintenance for increases to maintain the Oregon Centralized Voter Registration (OCVR) software by the State.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

I recommend this budget be adopted as Approved.

Adopted Budget:

Fund: General Fund
 Fund ID: 001
 Organization: Clerk – Admin & Elections
 Org ID: 1350

Performance Measurement
Improve Effectiveness – Communicate Results

Program Description

The Elections Division is responsible for conducting all local elections. This includes maintaining voter registration rolls, preparing and mailing election ballots, receiving candidate filings, receiving, processing and counting voted ballots. The division prepares and mails a county voters pamphlet twice biennially and works with cities and special districts within the county to conduct the elections.



FY2012-13 Accomplishments

- Conducted two elections this year: the November Presidential Election, the May Special District Election.
- Received and registered 1,000 new voters and updated 6,200 registered voters.
- Worked with GIS and created a new mapping tool for website users to access voter information on website.
- Increased awareness of electronic HTML ballots for overseas and military voters
- Increased security using new ballot boxes using HAVA funds.

FY2013-14 Goals and Objectives

- Conduct the November General Election, the May Primary Election and other scheduled special elections.
- Implement any changes to election laws that are enacted by the 2013 Legislative Session.
- Increase outreach to voters with special needs utilizing the "Everyone Counts" iPad.
- Increase awareness of HTML ballots for voters that are unable to vote a regular mail in ballot.
- Maintain up-to-date information and links regarding aspects relating to the Elections Division on our website.
- Update District and Precinct maps.

Workload Measures

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Number of elections conducted	5	3	3	2	2
Number of new voters registered	1800	687	800	1,000	700
Number of voter registrations updated	3400	3200	5,000	6,200	3200
Number of candidates filed	60	70	17	135	60
Number of ballots issued	54,400	42,300	55,000	46,500	42,000
Number of ballots received	30,100	23,500	30,000	39,200	23,500
Number of HTML ballots issued	1	4	1	19	30
Number of HTML ballots received	0	3	1	12	18
Number of research requests completed	40	12	10	15	15
Number of users accessing election information from our web page	39,400	38,000	44,000	57,700	38,000
Cost per ballot	\$4.80	\$7.24	\$5.30	\$4.07	\$5.00

Effectiveness Measures

Percent of time to complete an election report from date received within 5 business days	98%	100%	100%	100%	100%
Percent of error rate for data entry of voter registration cards	5%	2%	2%	1.5%	2%
Percent of turnout of cities for election board training	90%	NA	90%	NA	90%
Percent of incorrect ballots mailed to voters in error	.01%	.013%	.013%	.01%	.01%

2013-2014 Budget Detail

Fund: **General**
 Fund ID: **001**
 Organization: **Clerk - Admin. & Elections**
 Org ID: **1350**

Date: 6/27/2013 4:28 PM

	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Total Budget:	265,399	292,505	312,700	326,000	326,000	326,000	326,000

Authorized Personnel:	Salary Range	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
County Clerk	\$5686-7582	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Election Technician	\$3468-4216	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Staff Assistant	\$2853-3468	0.60	0.60	0.50	0.50	0.50	0.50	0.50
Admin. Support IV	\$2598-3146	0.50	0.50	0.60	0.60	0.60	0.60	0.60
Total:		2.60						

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Election Fees	81-7000	31,975	22,891	32,000	15,000	15,000	15,000	15,000
Administrative Service Fee	81-7005	352		0	0	0	0	0
HAVA Reimbursement	81-7028	15	988	0	0	0	0	0
Data Processing Fees	81-7040	187	220	600	200	200	200	200
Revenue Refund & Reimb.	81-8778			0	0	0	0	0
Nsf Check Fee	81-8911			0	0	0	0	0
Miscellaneous Revenue	81-8990	64	11,756	100	100	100	100	100
Total Revenue		32,594	35,855	32,700	15,300	15,300	15,300	15,300

Capital Expenditures	Current	Requested	Proposed	Approved	Adopted
None					
Totals:	0	0	0	0	0

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1350
 Org Name: Clerk - Admin. & Elections

Budget 1
 Page 1 of 1
 Date: 6/27/2013 16:28

Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Personnel Services								
County Clerk	82-1021	34,278	32,807	36,000	46,600	46,600	46,600	46,600
Election Technician	82-1130	46,912	49,850	51,100	51,900	51,900	51,900	51,900
Staff Assistant	82-1191	19,596	20,301	21,000	21,300	21,300	21,300	21,300
Admin. Support IV	82-1854	19,361	20,213	22,900	23,200	23,200	23,200	23,200
Election Bd & Messengers	82-1944	5,977	7,925	10,000	10,000	10,000	10,000	10,000
Overtime	82-1945	320	342	1,000	1,000	1,000	1,000	1,000
F.I.C.A.	82-1950	8,923	9,097	10,900	11,800	11,800	11,800	11,800
Retirement	82-1955	11,253	17,424	18,700	29,400	29,400	29,400	29,400
Retirement Bond Payment	82-1958	11,001	12,300	12,500	11,500	11,500	11,500	11,500
Medical Insurance	82-1960	28,006	34,124	40,500	34,800	34,800	34,800	34,800
Life Insurance	82-1970	205	192	200	200	200	200	200
Salary Continuation Insur	82-1972	191	245	300	300	300	300	300
S.A.I.F.	82-1975	270	381	300	300	300	300	300
Unemployment	82-1980	295	538	900	1,700	1,700	1,700	1,700
Personnel Services		186,588	205,740	226,300	244,000	244,000	244,000	244,000
Materials & Supplies								
Telephones	82-2070	1,895	1,911	1,900	1,900	1,900	1,900	1,900
Maintenance - Equipment	82-2260	3,519	3,898	4,500	4,500	4,500	4,500	4,500
Software Maintenance	82-2265	17,023	17,628	18,500	19,500	19,500	19,500	19,500
Membership Fees And Dues	82-2370	200	305	400	400	400	400	400
Office Supplies	82-2410	644	1,226	1,100	1,100	1,100	1,100	1,100
Election Supplies	82-2411	1,607	2,247	2,100	2,100	2,100	2,100	2,100
Books And Periodicals	82-2413	197	738	800	200	200	200	200
Postage And Freight	82-2419	9,015	14,809	13,000	10,000	10,000	10,000	10,000
Printing And Reproduction	82-2425	30,164	38,050	35,000	35,000	35,000	35,000	35,000
Contractual Services	82-2471	3,240	1,417	3,000	3,000	3,000	3,000	3,000
Publi. And Legal Notices	82-2600	3,005	478	2,600	500	500	500	500
Education And Training	82-2928	857	619	500	600	600	600	600
Reimbursed Travel Expense	82-2930	3,387	3,464	3,000	3,200	3,200	3,200	3,200
Refunds and Returns	82-3204	2,029	-13	0	0	0	0	0
Materials & Supplies		76,781	86,777	86,400	82,000	82,000	82,000	82,000
Total for All Categories		263,369	292,518	312,700	326,000	326,000	326,000	326,000

2013-2014 Budget Summary

Fund: General
 Fund ID: 001
 Organization: Clerk - Records
 Org ID: 1355

Date: 6/27/2013 4:28 PM

	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Requested 2013-2014	Proposed 2013-2014	Approved 2013-2014	Adopted 2013-2014
Expenditure Categories							
Personnel Services	189,208	207,165	155,600	161,900	161,900	161,900	161,900
Material Supplies	16,032	13,338	15,800	21,800	21,800	21,800	21,800
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total Expenditures:	205,240	220,503	171,400	183,700	183,700	183,700	183,700
Funding Sources							
Departmental Revenue	289,845	286,245	262,900	294,900	294,900	294,900	294,900
General Fund Amount Needed to Balance	-84,604	-65,742	-91,500	-111,200	-111,200	-111,200	-111,200
Full Time Positions	2.9	2.9	1.9	1.9	1.9	1.9	1.9

Functions and Responsibilities:

The Records Division records documents for public record as required by law. The documents records included deeds, mortgages, military discharges, marriage licenses, and partition and subdivision plat maps. This division also provides many County services for the general public. This division issues marriage licenses, processes passports, issues dog licenses, park passes, and processes liquor licenses applications.

The Records Division maintains and preserves County archives. Microfilm is produced annually in accordance with state laws. Retention and destruction programs are administered for all county departments.

Budget Change 2012-2013 VS. 2013-2014								
	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	\$12,300	7%	\$32,000	12%	(\$19,700)	22%	0.00	0%
Proposed	\$12,300	7%	\$32,000	12%	(\$19,700)	22%	0.00	0%
Approved	\$12,300	7%	\$32,000	12%	(\$19,700)	22%	0.00	0%
Adopted	\$12,300	7%	\$32,000	12%	(\$19,700)	22%	0.00	0%

2013-2014 Budget Summary

Fund: General
Fund ID: 001
Organization: Clerk - Records
Org ID: 1355

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Significant Budget Changes:

Requested Budget:

Postage and Freight has increased due to rising postal rates. Office Supplies is increasing for a one time purchase of passport photo equipment such as camera, screen, photo printer to begin providing this customer service to passport applicants. Expenses are expected to range from \$2,000 - \$5,000. Revenue anticipated to provide this service is estimated at \$3,000 annually. There are no other significant changes from the FY 2012-13 budget.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

I recommend this budget be adopted as Approved.

Adopted Budget:

Fund: **General Fund**
 Fund ID: **001**
 Organization: **Clerk – Records**
 Org ID: **1355**

Performance Measurement
Improve Effectiveness – Communicate Results

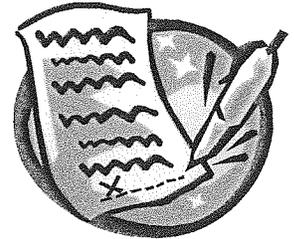
Program Description

The Records Division provides services in three core areas:

Recording Documents – The Records Division records documents for public record as required by law. The documents recorded include deeds, mortgages, military discharges, marriage licenses, domestic partnership contracts, and partition and subdivision plat maps. The division scans these records and maintains digital images and indices for retrieval by the public.

Customer Service Functions - The Records Division provides many County services for the general public. This division issues marriage licenses, processes passports, issues dog licenses, park passes, and Oregon liquor license applications. In addition, the County Clerk is the first line of inquiry by members of the public who aren't quite sure where they need to go or who they need to call.

Archives – The Records Division maintains and preserves County archives. Microfilm is produced annually in accordance with state laws. Retention and destruction programs are administered for all county departments.



FY2012-13 Accomplishments

- Recorded, scanned and indexed approximately 9,500 documents.
- Six months of film submitted to State Archives keeping us in compliance through December 2012.
- Processed approximately 500 passports.
- Issued approximately 500 marriage licenses and 6 domestic partnerships.
- Staffing decreased by 1 FTE in FY 2012-13 which resulted in shifting priorities and increased workloads to the rest of the staff which resulted decrease in some workload measures below.

FY2013-14 Goals and Objectives

- Rescan deed books that are missing from or of poor quality in the Clerk's application if workloads allow.
- Scan District files in the Clerk's Office, providing digital copies in our Records Program and Microfilm back-up.
- Stay current with law requiring documents to be scanned, indexed, proofed and mailed back within 10 business day of receipt.
- Continue to maintain accuracy and high quality customer service throughout the division.
- Complete the redaction process of all military discharges records from public view.
- Research electronic recording of documents
- Research the ability to make documents available through the website.

Workload Measures

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Number of documents recorded	12,200	11,100	10,000	9,400	9,500	10,500
Number of research requests completed	1,100	500	600	800	1,000	1,000
Number of passports processed.	850	625	600	500	500	500
Number of marriage licenses issued.	505	560	550	450	500	500
Number of park passes issued	205	190	150	75	90	90
Number of users accessing customer service forms on the web page.	18,400	31,500	24,000	30,000	44,000	44,000
Number of film rolls submitted to archives.	20	71	28	10	15	12
Number of boxes retained more than six months past purge date.	25	10	6	12	25	10
Number of boxes retained for minimum time allowed by state law to minimize the required storage space keeping expenses down.	20	400	455	470	455	520
Cost per document recorded	\$16.12	\$17.90	\$21.13	\$25.64	\$25.00	\$26.75

Effectiveness Measures

Percent of time that records are indexed within ten business days of receipt.	75%	90%	95%	95%	98%	98%
Percent of error rate of indexing and recording documents.	.09%	.07%	.05%	.03%	.04%	.03%
Percent of time that a marriage license is indexed within five business days of receipt.	75%	80%	85%	85%	92%	92%
Percent of time it takes to make certified copy of marriage license for customer from day of receipt of license within one business day.	90%	90%	92%	95%	95%	95%
Percentage of archive film submitted and accepted at state archives.	100%	100%	100%	100%	100%	100%

2013-2014 Budget Detail

Fund: **General**
 Fund ID: **001**
 Organization: **Clerk - Records**
 Org ID: **1355**

Date: 6/27/2013 4:29 PM

	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Total Budget:	205,240	220,503	171,400	183,700	183,700	183,700	183,700

Authorized Personnel:	Salary Range	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
County Clerk	\$5686-7582	0.40	0.40	0.40	0.40	0.40	0.40	0.40
Staff Assistant	\$2853-3468	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Admin. Support IV	\$2589-3146	2.00	2.00	1.00	1.00	1.00	1.00	1.00
Total:		2.90	2.90	1.90	1.90	1.90	1.90	1.90

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Administrative Service Fee	81-7005	8,849	8,868	8,100	9,100	9,100	9,100	9,100
Marriage Fee	81-7010	12,850	12,350	12,200	12,800	12,800	12,800	12,800
Domestic Partnership Fees	81-7012	100	150	200	200	200	200	200
Passport Fees	81-7015	14,125	13,125	12,500	14,400	14,400	14,400	14,400
Recording Fees	81-7020	244,849	244,210	223,200	251,800	251,800	251,800	251,800
Data Processing Fees	81-7040	8,717	7,135	6,300	6,000	6,000	6,000	6,000
Public Land Preservation	81-7996			0	0	0	0	0
Rev. Overpayments	81-8775	267	382	200	600	600	600	600
Nsf Check Fee	81-8911	64	25	0	0	0	0	0
Miscellaneous Revenue	81-8990	24		200	0	0	0	0
Total Revenue		289,845	286,245	262,900	294,900	294,900	294,900	294,900

Capital Expenditures	Current	Requested	Proposed	Approved	Adopted
none					
Totals:	0	0	0	0	0

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 001
 Org Number: 1355
 Org Name: Clerk - Records

Budget 1
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Date: 6/27/2013 16:29

Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Personnel Services								
County Clerk	82-1021	27,423	26,245	28,800	37,300	37,300	37,300	37,300
Staff Assistant	82-1191	19,596	20,301	21,000	21,300	21,300	21,300	21,300
Admin. Support IV	82-1854	71,096	73,655	38,100	38,700	38,700	38,700	38,700
Overtime	82-1945	895	897	1,000	1,000	1,000	1,000	1,000
F.I.C.A.	82-1950	8,778	8,854	6,800	7,500	7,500	7,500	7,500
Retirement	82-1955	11,574	18,129	13,000	20,100	20,100	20,100	20,100
Retirement Bond Payment	82-1958	10,858	11,700	8,500	7,900	7,900	7,900	7,900
Medical Insurance	82-1960	38,050	46,045	37,300	26,400	26,400	26,400	26,400
Life Insurance	82-1970	226	247	200	200	200	200	200
Salary Continuation Insur	82-1972	200	221	200	200	200	200	200
S.A.I.F.	82-1975	240	326	200	200	200	200	200
Unemployment	82-1980	273	545	500	1,100	1,100	1,100	1,100
Personnel Services		189,208	207,165	155,600	161,900	161,900	161,900	161,900
Materials & Supplies								
Telephones	82-2070	678	687	700	700	700	700	700
Maintenance - Equipment	82-2260	930	318	900	900	900	900	900
Membership Fees And Dues	82-2370	225	200	300	300	300	300	300
Office Supplies	82-2410	457	630	800	5,800	5,800	5,800	5,800
Books And Periodicals	82-2413		24	200	200	200	200	200
Postage And Freight	82-2419	8,553	8,966	9,000	10,000	10,000	10,000	10,000
Records And Forms	82-2422	96	262	200	200	200	200	200
Printing And Reproduction	82-2425	2,025	1,317	2,000	2,000	2,000	2,000	2,000
Microfilming	82-2440	2,000		0	0	0	0	0
Education And Training	82-2928	331		300	300	300	300	300
Reimbursed Travel Expense	82-2930	686	921	1,300	1,300	1,300	1,300	1,300
Refunds and Returns	82-3204	50	13	100	100	100	100	100
Materials & Supplies		16,032	13,338	15,800	21,800	21,800	21,800	21,800
Total for All Categories		205,240	220,503	171,400	183,700	183,700	183,700	183,700

2013-2014 Special Fund Budget Summary

Fund: County Clerk Records
 Fund ID: 004
 Organization: County Clerk Records
 Org ID: 1354

Date: 6/27/2013 4:29 PM

	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Requested 2013-2014	Proposed 2013-2014	Approved 2013-2014	Adopted 2013-2014
Expenditure Categories							
Personnel Services	0	0	0	0	0	0	0
Material Supplies	4,459	9,009	16,000	16,000	16,000	16,000	16,000
Special Payments	4,500	4,789	15,500	5,900	5,900	5,900	5,900
Debt Service	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total Expenditures:	8,959	13,797	31,500	21,900	21,900	21,900	21,900
Unapp. Ending Fund Bal.			0	0	0	0	0
Funding Sources							
Departmental Revenue	9,127	8,896	8,300	9,400	9,400	9,400	9,400
General Fund Transfer	0	0	0	0	0	0	0
Subtotal:	9,127	8,896	8,300	9,400	9,400	9,400	9,400
Beginning Balance	29,206	29,374	23,200	12,500	12,500	12,500	12,500
Total Resources	38,333	38,270	31,500	21,900	21,900	21,900	21,900
Full Time Positions	0	0	0	0	0	0	0

Functions and Responsibilities:

Per ORS 205.320, the County Clerk is required to collect five percent of any fee or tax that is collected by the County Clerk, but not a benefit to the County Clerk, and deposit this money in a separate fund. This fund is used for acquiring storage and retrieval systems, payment of expenses incurred in collecting the fee and tax, and maintaining and restoring records.

	Expenditures		Resources		General Fund Subsidy		FTE	
Requested	(\$9,600)	-30%	(\$9,600)	-30%	\$0	0%	0.00	0%
Proposed	(\$9,600)	-30%	(\$9,600)	-30%	\$0	0%	0.00	0%
Approved	(\$9,600)	-30%	(\$9,600)	-30%	\$0	0%	0.00	0%
Adopted	(\$9,600)	-30%	-9600	-30%	\$0	0%	0.00	0%

2013-2014 Special Fund Budget Summary

Fund: County Clerk Records
Fund ID: 004
Organization: County Clerk Records
Org ID: 1354

Date: 6/27/2013 4:29 PM

Significant Budget Changes:

Requested Budget:

In FY 2012-13, the County Clerk Department reduced a 1 FTE position in the Records Division. The result was less project work completed in this fiscal year. The contractual services line item includes \$6,000 to hire out some of this project work. This would include scanning records that have images missing for public view and indexing old records.

Proposed Budget:

I recommend this budget be approved as requested.

Approved Budget:

I recommend this budget be adopted as Approved.

Adopted Budget:

Fund: County Clerk Records
 Fund ID: 004
 Organization: County Clerk Records
 Org ID: 1354

**Performance Measurement
 Improve Effectiveness – Communicate Results**

Program Description

Per ORS 205.320, the County Clerk is required to collect five percent of any fee or tax that is collected by the County Clerk, but not a benefit to the County Clerk, and deposit this money into a separate fund. This fund is used for acquiring storage and retrieval systems, payment of expenses incurred in collecting the fee and tax, and maintaining and restoring records.



FY2012-13 Accomplishments

- Purchased new scanner which created a more efficient scanning process for daily recording process.

FY2013-14 Goals and Objectives

- Scan, microfilm and digitize all special district files that are held in Clerk's office, creating a backup file.
- Purchase microfilm cabinet creating more onsite space for microfilm rolls.
- Replace missing document pages in Clerk Records Application.

Workload Measures

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Total number of back documents indexed	1,000	5,709	12,200	2,000	0
Number of unreadable images replaced	50	50	0	100	0
Number of plat documents indexed	12	22	20		0
Cost per back document indexed	\$6.77	\$0.77	\$3.04	\$9.05	n/a

Effectiveness Measures

Percent of old deed books indexed	0%	.001%	.003%	.029%	0%
Percent of unreadable images replaced	.01%	.01%	.01%	0%	0%
Percent of plat documents indexed	50%	50%	100%	100%	0%

2013-2014 Budget Detail

Fund: County Clerk Records
 Fund ID: 004
 Organization: County Clerk Records
 Org ID: 1354

Date: 6/27/2013 4:29 PM

	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Total Budget:	8,959	13,797	31,500	21,900	21,900	21,900	21,900

Departmental Revenue Account Name	Account	2010-2011	2011-2012	2012-2013	Requested	Proposed	Approved	Adopted
Beginning Balance	81-0050	29,206	29,374	23,200	12,500	12,500	12,500	12,500
Interest On Investments	81-3100	169	163	100	200	200	200	200
Recording Fees	81-7020	8,958	8,733	8,200	9,200	9,200	9,200	9,200
Total Revenue		38,333	38,270	31,500	21,900	21,900	21,900	21,900

Capital Expenditures	Current	Requested	Proposed	Approved	Adopted
None					
Totals:	0	0	0	0	0

Line Item Budget Detail
For the Fiscal Year 2013-2014
Beginning July 1, 2013

Fund: 004
 Org Number: 1354
 Org Name: County Clerk Records

Budget 1
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 Date: 6/27/2013 16:29

Account Name	Account	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Requested	Proposed	Approved	Adopted
Materials & Supplies								
Microfilming	82-2440	4,459	9,009	10,000	10,000	10,000	10,000	10,000
Office Furniture & Equipment	82-2454							
Contractual Services	82-2471			6,000	6,000	6,000	6,000	6,000
Materials & Supplies		4,459	9,009	16,000	16,000	16,000	16,000	16,000
Special Payments								
Unallocated Projects	82-3129		289	11,100	1,000	1,000	1,000	1,000
Indirect Cost Allocation	82-3210	4,500	4,500	4,400	4,900	4,900	4,900	4,900
Special Payments		4,500	4,789	15,500	5,900	5,900	5,900	5,900
Total for All Categories		8,959	13,797	31,500	21,900	21,900	21,900	21,900